



Circular No. Exam/DBOEE/ICC/2020-21-04

CIRCULAR-II

In continuation of Circular No. Exam/DBOEE/ICC/2020-21-02 dated Sept. 08, 2020, the Principals / Directors of the affiliated Colleges / Institutions and all concerned are hereby informed that the overall guidelines in reference to framing of MCQ bank and role of Lead Colleges and Cluster in conduct of online examinations during Sept. 25 -Oct 17, 2020 for the Academic Year 2019-20 are as follows :-

I. Constitution of Clusters and appointment of Lead College

The concept of Cluster and Lead College, with due approval of Academic Council, is to bring together the group of affiliated Colleges in a given geographical region offering similar programmes (Arts, Commerce and Sciences, Management Engineering, Pharmacy, Architecture, Law, Education, Special Education, Physical Education, Fine Arts, Applied Arts etc.) and facilitate the synchronization and cooperation with respect to the execution of various academic, examination, co-curricular, extra-curricular and other higher education policies decided by various statutory bodies of University of Mumbai. The concept permits principle of synergism in terms of sharing of information, human resources, and infrastructure. It also encourages the colleges to achieve excellence in higher education in consonance with the policies of higher education as given by the University itself or the relevant Government Directives.

As per the decisions of Statutory Bodies (BOEE, AC and MC) and subsequently as per the circular No. Exam/DBOEE/ICC/2020-21-02, Lead Colleges have been assigned the task of cluster-wise conduct of online MCQ examination of Final Year / Final Semester students during Sept. 25 -Oct 17, 2020 for the Academic Year 2019-20.

II. Guidelines to Lead Colleges for Preparing the Question Bank for Final Year / Final Semester students:

- 1) As per the decisions of Statutory Bodies (BOEE, AC and MC), University of Mumbai has adopted the format of Multiple-Choice Questions (MCQ) for external evaluation of Final Year / Final Semester students and their backlog examinations to be conducted during Sept. 25 -Oct 17, 2020 for the Academic Year 2019-20.

- 2) MCQ, with due versatility, validity and reliability, are the effective and efficient way to assess learning outcomes.
- 3) Final Year / Semester MCQ paper will be based on the syllabus covered till March 13, 2020. For backlog examinations [For UG: Sem. I to V/ Sem. I to VII, Sem. I to IX and for PG: Sem. I to III], the paper setting should be on entire syllabus.
- 4) Under the guidance of Deans and Associate Deans of respective faculty, the Lead Colleges with due involvement of related subject/ course teachers from colleges within the Clusters should prepare the comprehensive MCQ Bank for each subject/ course [English/ Marathi or as per the medium of instruction] for above mentioned examinations.
- 5) Inter-cluster support for University Clusters maybe utilised to facilitate preparation of large base of MCQ Bank.
- 6) Use authentic references (e.g. text or reference book or journals) for framing the MCQ.
- 7) While setting the MCQ Bank, due attention should be given to cover all the modules/chapters/ units of the syllabus with proper weightage for each unit.
- 8) The level of students (diploma/undergraduate/ postgraduate) and equitable distribution of the difficulty level of the questions (easy, average, difficult) should be kept in mind while framing the MCQ.
- 9) The answer key / solution of the MCQ should be invariably provided along with the MCQ Bank as separate Answer Key Bank.
- 10) MCQ Bank should be large enough to draw in randomized manner the multiple question paper sets with minimal repetition, equitable distribution of the difficulty level of the questions and due coverage of modules/chapters/ units of the syllabus through use of software.
- 11) MCQ papers will comprise of 25-40 MCQ (number of MCQ to be chosen as per the requirement of particular course). It will be of 1-hour duration and maximum 50 marks.
- 12) Each MCQ consists of a definite Problem Statement and a list of four suggested solutions known as Alternatives or Options. The 4 alternatives consist of one correct or best alternative, which is the answer. Thus, ensure that every MCQ has 4 alternatives and make sure that there is only one correct answer.
- 13) Express the full problem and put all the relevant material in the MCQ while avoiding negative phrasing/ wording in the MCQ. The question should be written in the clearest, compact and unambiguous way. Thus, the MCQ should be meaningful by itself and must not contain irrelevant material and excessive wording [i.e. it should contain only material essential for answering the question].
- 14) The MCQ should be free from spellings, grammatical mistakes and technical errors. The MCQ or alternatives should not include any statement/ wording which is likely to hurt social and religious feelings.

- 15) All alternatives should be plausible, stated clearly and concisely, mutually exclusive, independent, free from clues about which option is correct. Do not repeat in each of the alternatives information that can be included in the question/ problem statement.
 - 16) While ensuring the correctness of the right answer, it may also be ensured that other alternatives/ options are definitely wrong.
 - 17) Care must be exercised in writing the incorrect answer options (the distractors) thus do not include alternatives that are obviously wrong.
 - 18) Number the alternatives of each question as alphabetical-a., b., c., d. or A., B., C., D. (or alphabets in related languages/ medium of instruction of Question Paper). Do not have bullets or numerical 1,2,3,4 for numbering the alternatives.
 - 19) The alternatives should be presented in a logical and meaningful order to avoid a bias toward certain positions.
 - 20) The alternatives such as 'All of the above', 'None of these' or 'None of the above', 'Other than those given as options', 'true/ false' and 'a & b' should not be used. Avoid overlapping alternatives.
 - 21) These guidelines are general in nature and some subject specific freedom may be exercised while framing MCQ Bank.
 - 22) Sample MCQs should be prepared and provided to develop the understanding/awareness about exam pattern amongst final year/ final semester students. Mock test should be conducted to provide practice and feel of Online MCQ Examinations to students.
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III. Other Guidelines for the Lead College:

- 1) The Lead College should play the role of mentor, planner and facilitator rather than executor.
- 2) The Lead College will identify the human resources and technical support available within its cluster for smooth conduct of online examinations.
- 3) Under the guidance of Deans and Associate Deans of respective faculty, the Lead Colleges with due involvement of related subject/ course teachers from colleges within the Clusters should prepare the comprehensive MCQ Bank for each subject/ course [English/ Marathi or as per the medium of instruction] for Final Year / Final Semester regular and backlog examinations [For UG: Sem. I to V/ Sem. I to VII, Sem. I to IX and for PG: Sem. I to III]. It may assign the task to senior teachers within the cluster of verification and moderation of the MCQ Bank. Inter-cluster support for University Clusters maybe utilised to facilitate preparation of the large base of MCQ Bank.

- 4) The Lead College will analyse the requirements of the colleges within the cluster and formulate the Online Exam Time-Table accordingly [Avoid arranging exams on 2nd (National holiday) and 4th October (UPSC Exam)] while adhering to the schedules prescribed by the University.
- 5) Sample MCQs should be provided by the Cluster to develop the understanding/awareness about exam pattern amongst the final year/ final semester students.
- 6) The Lead College will follow instructions received from the DBOEE from time to time.

III. Guidelines for the Colleges within the Cluster:

- 1) The college is responsible for the planning and conduct of the online examinations in consultation with the Lead College within the time frame/schedule prescribed by the University.
- 2) The colleges and their teachers, under the guidance of Deans and Associate Deans of respective faculty and the Lead Colleges, will participate in framing the MCQ Bank for each subject/ course as per the guidelines prescribed by the University.
- 3) Mock test should be conducted by Colleges to provide practice and feel of Online MCQ Examinations to students.
- 4) In consultation with Lead college, the colleges should facilitate the technical infrastructure for conduct of the online examination, complete the assessment within the time and upload the marks obtained by the students after due conversion in tune with max. marks of the concerned course.
- 5) The Principal is required to work in consultation with the Lead College and coordination of the colleges in cluster while complying with the instructions and the requirements specified in the University circular. It should not act based on the oral instructions from anyone or the messages spread on any social media platform. In case of any doubt/difficulty/ clarification, the Principal should talk to the Principal of Lead College who in turn will interact with the respective Dean or Associate Dean of the University.

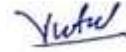
IV. Guidelines for the Students:

- 1) The students must ensure that they make themselves properly aware of the syllabus, paper pattern, timetable and technical platform used by the college. Thus they must take the examinations as per the time-table schedule prescribed by the college and should make requisite arrangements (Smartphone/ Laptop/Tab/ Desktop/any other gadget, Internet Connectivity) to appear for the online examination.

- 2) Students should not resort to the use of unfair means while attempting the examination. Colleges will initiate action for use of unfair means as per University rules and regulations
- 3) Since this is an online examination, there will not be any revaluation.
- 4) Students should refer to and follow instructions given by Colleges and University. Do not believe in messages spread on any social media platform.

Date – 13th September, 2020

Place – Mumbai



(Dr. Vinod Patil)

Director

Board of Examinations and Evaluation

Copy to –

The Principals / Directors of the affiliated Colleges / Institutions and all concerned.

Copy for information and necessary action to :-

All Deputy Registrars and Assistant Registrars Examination section

Copy for information to :-

Deans in the Faculty of Humanities, Science and Technology, Commerce and Management, Interdisciplinary.

Copy for information to :-

(1) P.A. to Hon'ble Vice-Chancellor (2) P.A. to Hon'ble Pro Vice-Chancellor

(3) P.A. to Registrar (4) P.A. to Director, Board of Examinations and Evaluation